

AIM Library

new additions.



Bernstein, Albert J.

Am I the Only Sane One Working Here? 101 solutions for surviving office insanity

New York: McGraw-Hill, 2009

ix, 291 p; 23 cm

ITEM ID: 011841 Media Type: Book

Local Call Number: 650. 13 BER

Burtonshaw-Gunn, Simon A.

Essential Tools for Management Consulting: tools, models and approaches for clients and consultants

Chichester, West Sussex: John Wiley & Sons, 2010

ITEM ID: 011837 Media Type: Book

Local Call Number: TAS 658. 46 BUR

Business Communication Essentials

Business Communication Essentials (Box - cards & memory stick)

1 plastic box containing 45 cards, 1 memory stick on lanyard with key tag

ITEM ID: V00990 and V00945

Local Call Number: REFERENCE - NOT FOR LOAN

Business Communication Essentials (Posters x3)

3 x large posters in tube

ITEM ID: V00989 and V00995

Local Call Number: REFERENCE - NOT FOR LOAN

Jefferies, Jennifer

7 Steps to Sanity: For anyone who wants to have it all without sacrificing their health, sense of humour or sanity along the way

2nd ed, rev. and updated

Living Energy Publishing, [Elanora, Qld.]: 2005

115 p; ill; 21 cm

ITEM ID: 011836 Media Type: Book

Local Call Number: 155. 904 2 JEF

Meredith, Robyn

The Elephant and the Dragon: The rise of India and China and what it means for all of us

1st ed.

New York: W.W. Norton, 2007

252 p, [16] p. of plates: ill; 25 cm

ITEM ID: 011846 Media Type: Book

Local Call Number: 330. 951 MER

Parkinson, Michael

Parky: My autobiography [CD]

London: Hodder & Stoughton Audiobooks, 2009

4 CD (5 hr.)

ITEM ID: A01559 Media Type: CD

Local Call Number: CD BIO C837

Radcliffe, Steve

Leadership: Plain and simple

New York: Pearson Financial Time/Prentice Hall, 2009

ITEM ID: 011840 Media Type: Book

Local Call Number: 658. 409 2 RAD

Schildberger, Michael

Business Essentials [CD]

Hawthorn East, Vic: Business Essentials, 2009

1 CD

ITEM ID: A01564 Media Type: CD

Local Call Number: CD BE021